



LINCOLN TIMETABLE

A Guide for Students

Part 1: How to create your timetable

Part 2: How to read your timetable

HOW TO CREATE YOUR TIMETABLE USING THE LINCOLN TIMETABLE VIEWER?

- 1) This landing page defaults to “Courses” which is the recommended tab for students.



- 2) **Course (s):**

To build your timetable you will need to select your courses.

To do this click in the “Course (s)” box and use the search panel to find your first course and select it by ticking the box next to the course. Once selected the course box then goes grey and our first courses can be seen.

Course(s): BICH207-S1_1_P_25 ▾

Week(s): ANSC638-S2_1_P_25
 BICH207-S1_1_P_25

Day(s): BICH601-S1_1_P_25
 BICH605-S2_1_P_25

Start and End Time: BICH633-S2_1_P_25
 BICH634-S2_1_O_25

Report Type: BICH634-S2_1_P_25

You will notice that course codes on this page may look slightly different than in the website or LUCAS. They use the following naming convention:

ACCT101-S2_1_P_24

(subject)(number) –(semester)_(session)_(P=in person/O=online)_(year)

For every subsequent course you will need to use the scroll bar to go back to the top of the courses box to enter your next choice in the search panel.

Course(s): BICH207-S1_1_P_25 ▾

Week(s): Search

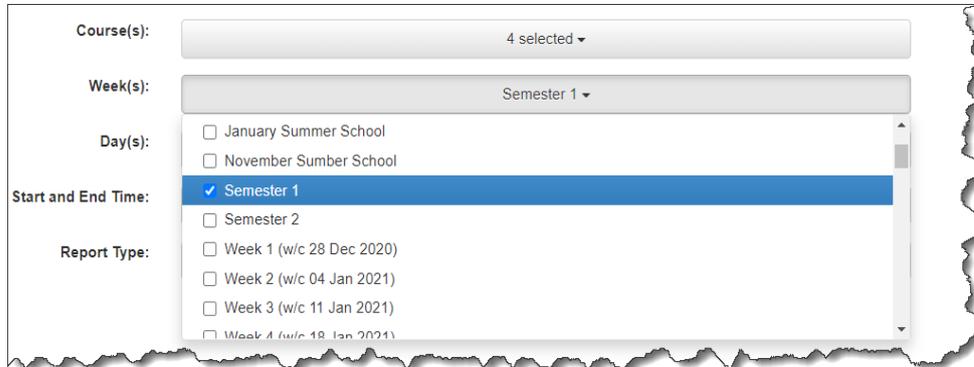
Day(s): Select all
 ACCT120-S1_S01_O_25
 ACCT120-S2_P_25

The grey box will show your first two choices. After this it just shows you the total number of courses you have chosen.

Course(s): 4 selected ▾

3) **Week(s):**

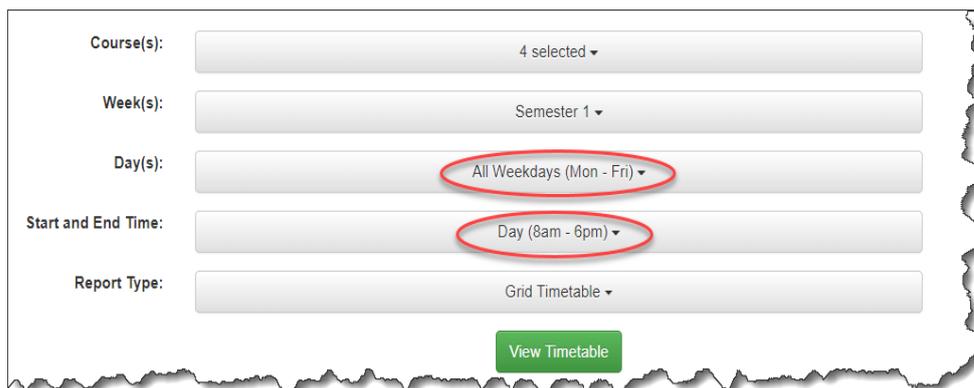
Next you will need to select what **dates** you want your timetable to display. So you can choose either a teaching period like Semester 1 or you can choose an individual week.



A screenshot of a web form showing a dropdown menu for 'Week(s)'. The menu is open, displaying several options: 'Semester 1' (selected with a blue bar and a checkmark), 'Semester 2', 'Week 1 (w/c 28 Dec 2020)', 'Week 2 (w/c 04 Jan 2021)', 'Week 3 (w/c 11 Jan 2021)', and 'Week 4 (w/c 18 Jan 2021)'. Above the menu, the 'Course(s)' field shows '4 selected' and the 'Day(s)' field shows 'Semester 1'.

4) **Day(s) & Start and End Time:**

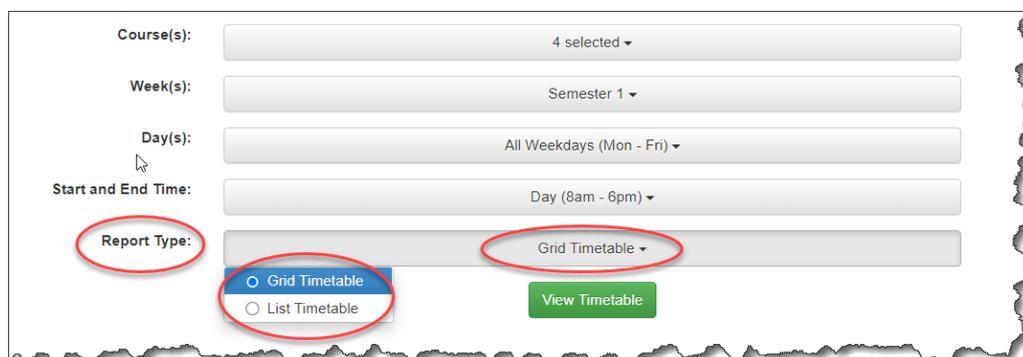
The days default to All Weekdays (Mon-Fri). The start and end times default to Day (8am – 6pm). You don't need to change these.



A screenshot of a web form showing the 'Day(s)' and 'Start and End Time' fields. The 'Day(s)' dropdown is set to 'All Weekdays (Mon - Fri)' and the 'Start and End Time' dropdown is set to 'Day (8am - 6pm)'. Both dropdowns are circled in red. Below these fields, the 'Report Type' is set to 'Grid Timetable'. A green 'View Timetable' button is visible at the bottom.

5) **Report Type:**

The final choice is how you want to view your timetable. You can either view it in a Grid format (this is the calendar format). The Report Type defaults to Grid. You can also look at the timetable as a list. See below under 'List View'



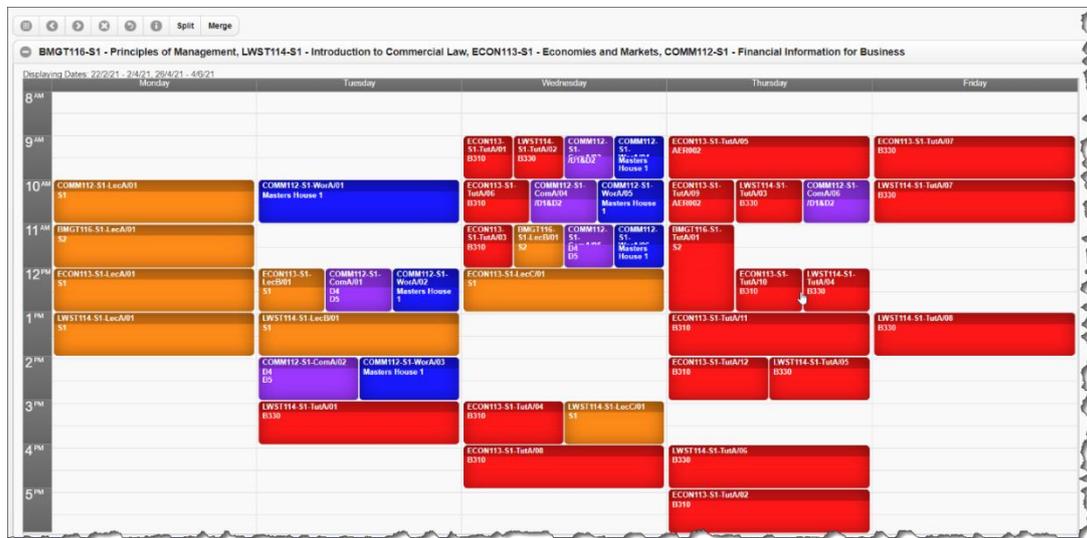
A screenshot of a web form showing the 'Report Type' field. The 'Report Type' dropdown is set to 'Grid Timetable' and is circled in red. Below the dropdown, there are two radio buttons: 'Grid Timetable' (selected) and 'List Timetable'. Both radio buttons are circled in red. A green 'View Timetable' button is visible at the bottom.

Click on **View Timetable**

How to read your timetable

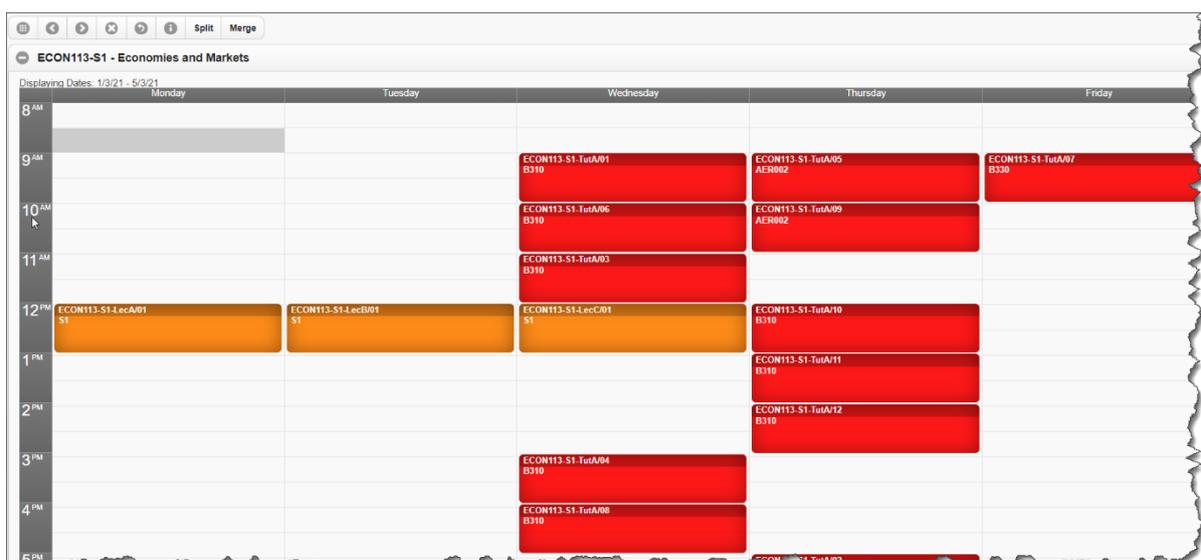
Below is a screenshot of the timetable.

The timetable may look overwhelming at first, but this is mainly because the default view displays all courses, all activities (sometimes you only need to choose ONE stream) and all weeks at once. More details below.



1) You don't have to attend all the activities you see: some are just options (streams) to choose.

- Any activity code ending with /02, /03 or higher indicates it is a multiple stream activity. This means that the class is split in streams (/groups) and **you only need to attend one of these activities**. Each activity type is shown in a different colour, multiple stream activities are **typically but not always** tutorials (in red) or labs (in purple).
- Allocation to streamed activities are usually done in class during the first week of teaching or



you will be instructed to do so via LEARN.

- Looking at the example above:
The lectures (in orange) all end with /01. This means that you will need to attend all of them:

on Mon, Tue and Wed at 12.

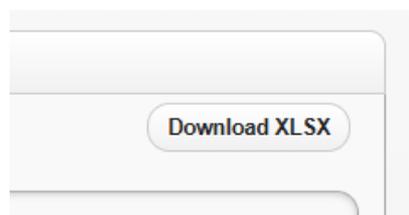
However, the **tutorials (in red)** range from /01 to /12. You will only need to attend one of them. you can see that there are two streams to choose from for **the lab (in purple)**: either **LabA/01** on Wednesday or **Lab/02** on Thursday.

- Tip to get a clearer picture of your timetable: You can click the “download XLSX” button located in the top right corner to download your timetable in excel. This will allow you to remove the streamed activities that you don’t need.

IMPORTANT NOTE:

The timetable may change leading up to the beginning of each semester so we recommend that you check your timetable regularly before classes start through to week 2 of semester to ensure you have correct times and room allocations.

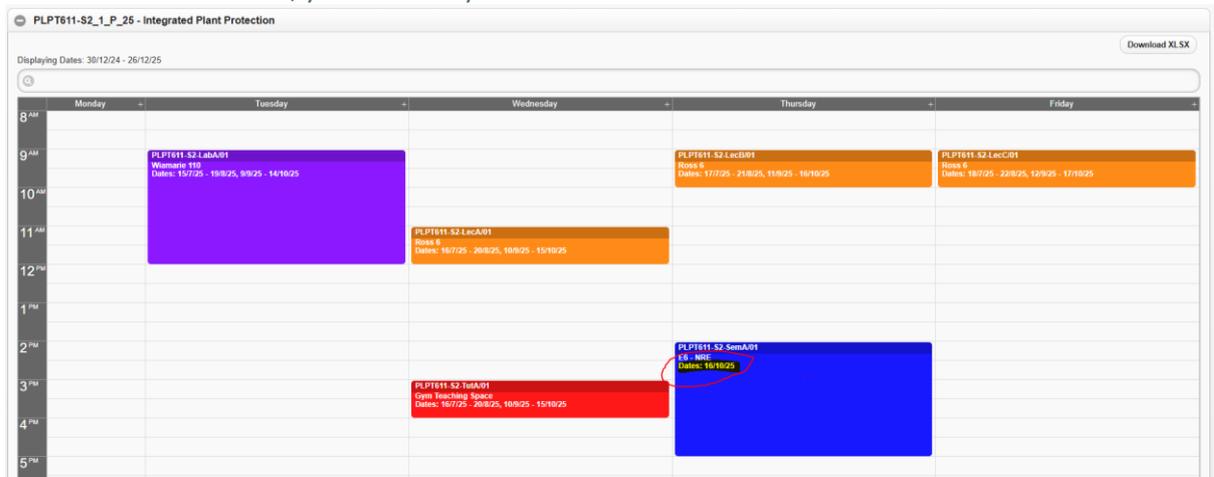
Therefore, the excel format can be helpful to understand your timetable but will not show you the most up to date version. Please use the live webpage instead.



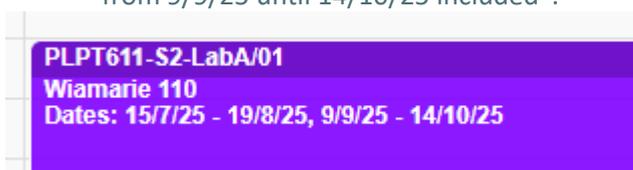
	A	B	C	D	E	F	G	H	I	J
1		ECON113-S1_1_P_21 - Economies and Markets								
2		Displaying Dates: 17/2/21 - 4/4/21, 28/4/21 - 30/5/21								
3										
4		Monday	Tuesday	Wednesday	Thursday	Friday				
5	8am									
6										
7	9am									
8										
9	10am									
10										
11	11am									
12										
13	12pm	ECON113-S1-	ECON113-S1-	ECON113-S1-						
14										
15	1pm									
16										
17	2pm									
18										
19	3pm				ECON113-S1-					
20										
21	4pm									
22										
23	5pm									
24										
25	6pm									
26										

2) Some activities only run during 1 or a few weeks, not all semester.

- In the example below, this seminar is only scheduled on Thursday 16/10/25. During the rest of the semester, your Thursday afternoons will be free.

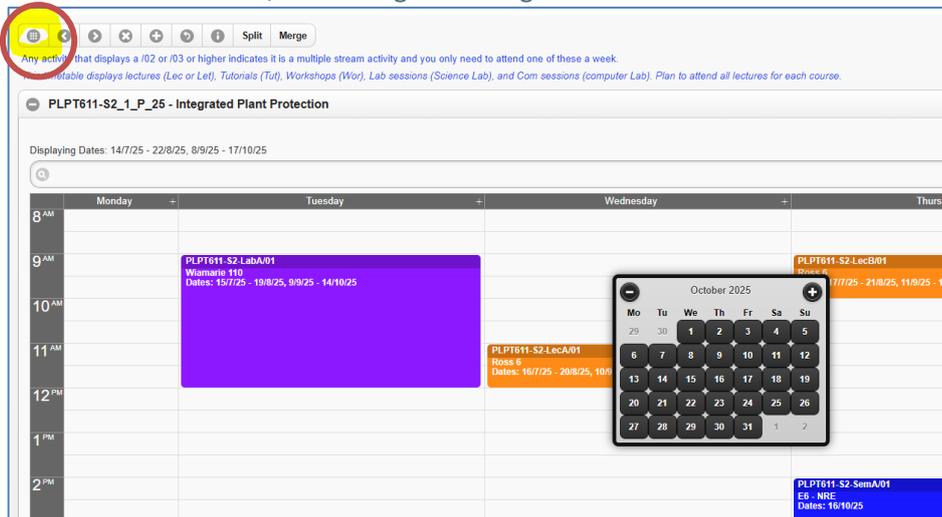


- In the example below however, this lab however is scheduled every week in Semester 2. The dates displayed can be read as “from 15/7/25 until the19/8/25 included, and then again from 9/9/25 until 14/10/25 included”.

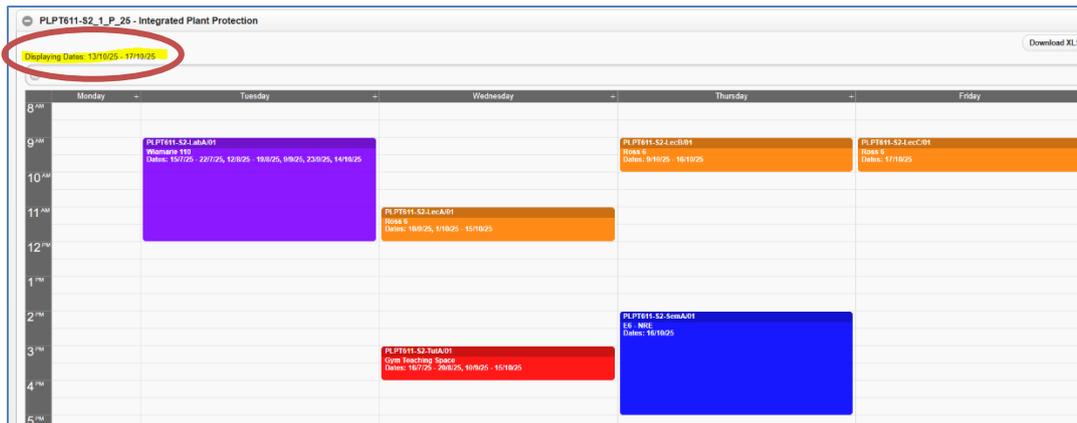


- For more clarity, note in the grid view you have the option of selecting a single week.

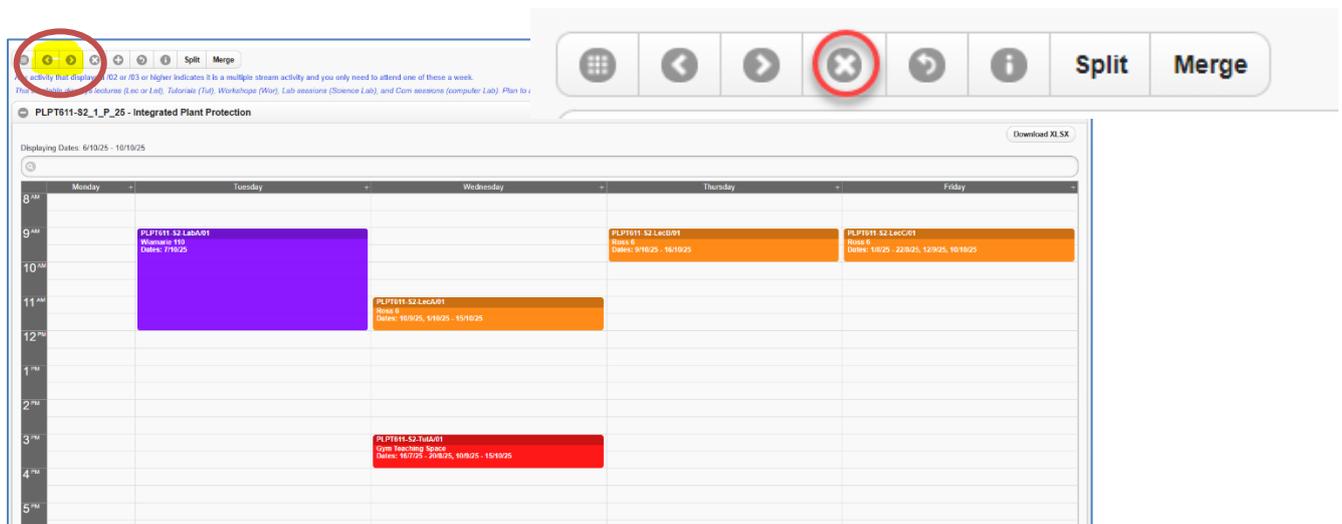
Click the calendar icon, then navigate through the calendar.



The displaying dates have now changed.



You can navigate through the weeks by clicking the arrow icons. Click the arrow to go back to the original dates.



3) The default view is showing you all the courses at once, but you can break it down by individual courses.

- In the grid view you are able to split the view to show each of the courses in its own calendar. To do this use the 'Split' function at the top left of the screen

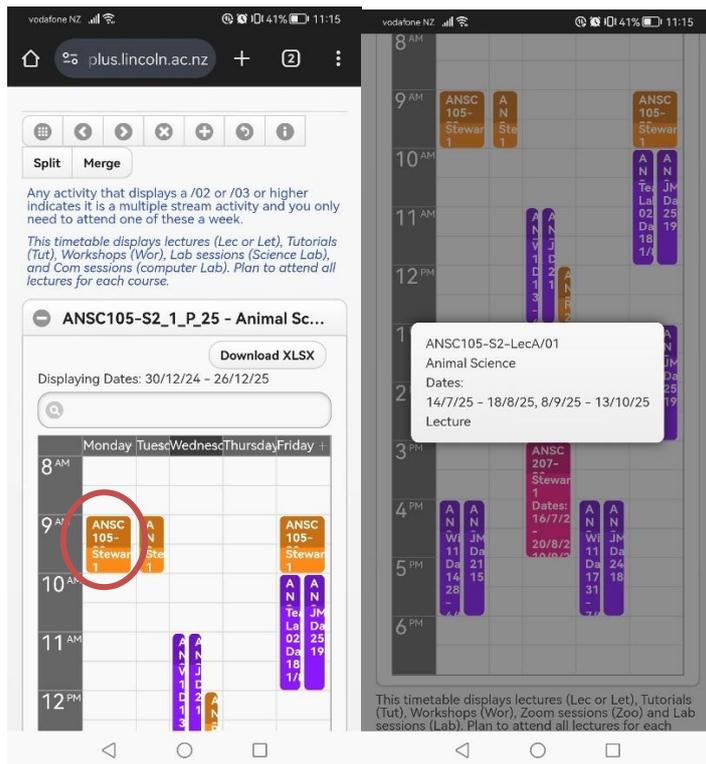


Each course will now have its own calendar you just need to scroll down.

- Use the 'Merge' function if you want to put all courses back in the same timetable view.

4) Understand each activity/tile.

If you find that an activity (/tile) is hard to read, just click on it to display more details. This is particularly helpful when you look at your timetable on your phone. It also includes the full name of the activity type (e.g. "Lec" = "Lecture").



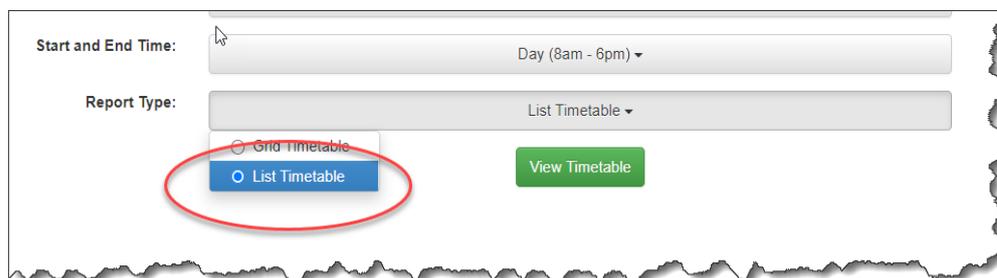
Each activity is named in the following format

Course code	Session	Activity Type	Activity number
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HORT107-S1-LecA/01 So this reads – course code, semester 1, Lecture A, and it is activity 1.

LIST VIEW

- 1) You can also view your timetable as a list. On the landing page under 'Report Type' change the selection from Grid to List.



Below is what the list looks like. You are able to use the Split, Merge, and Calendar functions in this view. There are also a couple of additional things that you can do in this view.

BMGT116-S1 - Principles of Management, LWST114-S1 - Introduction to Commercial Law, ECON113-S1 - Economies and Markets, COMM112-S1 - Financial Information for Business

Displaying Dates: 22 Feb 21 - 2 Apr 21, 26 Apr 21 - 4 Jun 21 (calendar week(s) 9-14,18-23)

Faculty	Name	Type	Description	Day	Start	End	Duration	Location	Staff	Weeks
AGCM	BMGT116-S1-LecA01	Lecture	Principles of Management	Monday	11:00am	12:00pm	1:00	S2	Brien,Anthony	22 Feb 21 - 29 Mar 21, 26 Apr 21 - 31 May 21
AGCM	COMM112-S1-LecA01	Lecture	Financial Information for Business	Monday	10:00am	11:00am	1:00	S1	/Beattie,Claire / De Silva,Tracy-Anne / Lotter,Rousseau / Nilipour,Azadeh / Nguyen,Cuong	22 Feb 21 - 29 Mar 21, 26 Apr 21 - 31 May 21
AGCM	ECON113-S1-LecA01	Lecture	Economies and Markets	Monday	12:00pm	1:00pm	1:00	S1	Renwick,Alan	22 Feb 21 - 29 Mar 21, 26 Apr 21 - 31 May 21
AGCM	LWST114-S1-LecA01	Lecture	Introduction to Commercial Law	Monday	1:00pm	2:00pm	1:00	S1	Macdonald,Amrapali	22 Feb 21 - 29 Mar 21, 26 Apr 21 - 31 May 21
AGCM	COMM112-S1-ComA01	Computer Lab	Financial Information for Business	Tuesday	12:00pm	1:00pm	1:00	D4, D5	/Beattie,Claire / De Silva,Tracy-Anne / Li,Zhaohua / Nilipour,Azadeh	2 Mar 21 - 30 Mar 21, 27 Apr 21 - 25 May 21
AGCM	COMM112-S1-ComA02	Computer Lab	Financial Information for Business	Tuesday	2:00pm	3:00pm	1:00	D4, D5	/Beattie,Claire / Abidin,Sazali / De Silva,Tracy-Anne / Li,Zhaohua / Nguyen,Cuong	2 Mar 21 - 30 Mar 21, 27 Apr 21 - 25 May 21
AGCM	COMM112-S1-WorkA01	Workshop	Financial Information for Business	Tuesday	10:00am	11:00am	1:00	Masters House 1	/Beattie,Claire / De Silva,Tracy-Anne / Lotter,Rousseau / Nilipour,Azadeh / Jun 21	23 Feb 21 - 30 Mar 21, 27 Apr 21 - 1 Jun 21
AGCM	COMM112-S1-WorkA02	Workshop	Financial Information for Business	Tuesday	12:00pm	1:00pm	1:00	Masters House 1	/Beattie,Claire / De Silva,Tracy-Anne / Lotter,Rousseau / Nilipour,Azadeh / Nguyen,Cuong	23 Feb 21 - 30 Mar 21, 27 Apr 21 - 1 Jun 21
AGCM	COMM112-S1-WorkA03	Workshop	Financial Information for Business	Tuesday	2:00pm	3:00pm	1:00	Masters House 1	/Beattie,Claire / De Silva,Tracy-Anne / Lotter,Rousseau / Nilipour,Azadeh / Nguyen,Cuong	23 Feb 21 - 30 Mar 21, 27 Apr 21 - 1 Jun 21
AGCM	ECON113-S1-LecB01	Lecture	Economies and Markets	Tuesday	12:00pm	1:00pm	1:00	S1	Renwick,Alan	23 Feb 21 - 30 Mar 21, 27 Apr 21 - 1 Jun 21
AGCM	LWST114-S1-LecB01	Lecture	Introduction to Commercial Law	Tuesday	1:00pm	2:00pm	1:00	S1	Macdonald,Amrapali	23 Feb 21 - 30 Mar 21, 27 Apr 21 - 1 Jun 21
AGCM	LWST114-S1-TutA01	Tutorial	Introduction to Commercial Law	Tuesday	3:00pm	4:00pm	1:00	B330	Macdonald,Amrapali	23 Feb 21 - 30 Mar 21, 27 Apr 21 - 1 Jun 21
AGCM	BMGT116-S1-LecB01	Lecture	Principles of Management	Wednesday	11:00am	12:00pm	1:00	S2	Brien,Anthony	24 Feb 21 - 31 Mar 21, 28 Apr 21 - 2 Jun 21

2) In this view you are also able to choose what activity types you can see. So if you just want to look at lectures you can use the search function.

BMGT116-S1 - Principles of Management, LWST114-S1 - Introduction to Commercial Law, ECON113-S1 - Economies and Markets, COMM112-S1 - Financial Information for Business

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AGCM	ECON113-S1-LecB01	Lecture	Economies and Markets	Tuesday	12:00pm	1:00pm	1:00	S1	Renwick,Alan	23 Feb 21 - 30 Mar 21, 27 Apr 21 - 1 Jun 21
AGCM	LWST114-S1-LecB01	Lecture	Introduction to Commercial Law	Tuesday	1:00pm	2:00pm	1:00	S1	Macdonald,Amrapali	23 Feb 21 - 30 Mar 21, 27 Apr 21 - 1 Jun 21
AGCM	BMGT116-S1-LecB01	Lecture	Principles of Management	Wednesday	11:00am	12:00pm	1:00	S2	Brien,Anthony	24 Feb 21 - 31 Mar 21, 28 Apr 21 - 2 Jun 21
AGCM	ECON113-S1-LecC01	Lecture	Economies and Markets	Wednesday	12:00pm	1:00pm	1:00	S1	Renwick,Alan	24 Feb 21 - 31 Mar 21, 28 Apr 21 - 2 Jun 21
AGCM	LWST114-S1-LecC01	Lecture	Introduction to Commercial Law	Wednesday	3:00pm	4:00pm	1:00	S1	Macdonald,Amrapali	24 Feb 21 - 31 Mar 21, 28 Apr 21 - 2 Jun 21

You can also order how you view the list by clicking into the name of the column. In the below example the Day has been selected and now shows all the lectures in day order starting on Monday.

BMGT116-S1 - Principles of Management, LWST114-S1 - Introduction to Commercial Law, ECON113-S1 - Economies and Markets, COMM112-S1 - Financial Information for Business

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AGCM	BMGT116-S1-LecB01	Lecture	Principles of Management	Wednesday	11:00am	12:00pm	1:00	S2	Brien,Anthony	24 Feb 21 - 31 Mar 21, 28 Apr 21 - 2 Jun 21
AGCM	ECON113-S1-LecC01	Lecture	Economies and Markets	Wednesday	12:00pm	1:00pm	1:00	S1	Renwick,Alan	24 Feb 21 - 31 Mar 21, 28 Apr 21 - 2 Jun 21
AGCM	LWST114-S1-LecC01	Lecture	Introduction to Commercial Law	Wednesday	3:00pm	4:00pm	1:00	S1	Macdonald,Amrapali	24 Feb 21 - 31 Mar 21, 28 Apr 21 - 2 Jun 21